



California Home Visiting Program Monthly Conference Call

Meeting Minutes

Thursday, Aug. 9, 2012

1:30-3:00 p.m.

Participants: MCAH Directors of MIECHV Funded Programs

Meeting Facilitators: Chris Krawczyk (lead), Laurel Cima-Coates & Kristen Rogers

Sites in Attendance: Humboldt, Shasta, Alameda, Nevada, San Francisco, Del Norte, San Mateo, San Diego, Butte, Solano, Fresno, Madera, Stanislaus, Contra Costa, Kern and Los Angeles.

I. Client Enrollment and Implementation – Chris Krawczyk, CHVP Branch Chief

- To date, we have five sites that are seeing clients. They have enrolled 57 clients and completed 59 home visits. Four of them are NFP and one is HFA. We have seven sites that were scheduled to begin implementation, but were awaiting completion of an item or two. Four of the seven sites were waiting on contract signing from NFP. Other sites required local review and approval of the consent form. Once those items are addressed, these sites appear ready to go and enroll clients.
- Five more sites are on track to begin enrollment in August. The final four sites will begin at some point post-August. Indications are that we could have 17 of 21 sites enrolling clients and contributing data when our first data are due to HRSA.

II. Training and Technical Assistance – Laurel Cima-Coates, Chief of Program, Policy and Quality Assurance, and Chris Borges, Health Program Specialist II

- **Progress Reports:** The progress report template is specific to last year's Scope of Work – it is not specific to this year's Scope of Work. When completing your progress report, make sure you have a copy of last year's Scope of Work available. *Reference was made to objectives that are no*

longer applicable. Following the conference call, CHVP has responded by inserting the appropriate local level responses for these objectives.

- The Semi-Annual Progress Report is due Aug. 31 and is online. There are areas on the report that are CHVP-use only. Except areas that the LHJs are to complete, all other content is restricted. There is a box for the LHJs to select for fulfilling objectives. When giving a response, reference the outcome items that were in last year's Scope of Work for that objective. There is an area where CHVP can provide a comment in return, followed by an opportunity for the LHJ to provide a response to CHVP's comment.
- The following documents are needed when filling out the CHVP Semi-Annual Progress Report:
 - 2011-2012 CHVP Scope of Work
 - Email from Arlene Silva dated 7/26/12 extending due date of the progress report from 7/31/12 to 8/31/12
 - Program Policy Alert Letter #2011/12-01 dated 4/6/12
 - Program Policy Alert Letter #2011/12-02 dated 6/15/12
- The Semi-Annual Progress Report form is a protected Word document. **Tab through the document in order to fill out the required fields.** The reporting fields pertain only to the Process and Outcome Measures for each objective listed in the Scope of Work. Additionally, if a reporting field is a requirement from the ETO system, attendees were told to state that the ETO system was not functional at the time the report was generated.
- NCAST: Trainings are being scheduled for September and November. A discussion ensued regarding the benefit of locals receiving this training given the newness of staff and the other requirements that they have to fulfill at this time. A comment was made that NFP doesn't require the NCAST training during the first year of implementation. There were concerns about the additional workload placed on a home visitor if they are expected to do the training of other locals. California Home Visiting Program indicated that they would discuss the feedback and would respond to the comments that were received. The following are CHVP's post-meeting actions:
 - NCAST TRAINING CHANGE:
 - NCAST is a train-the-trainer training. Each site must select one designated staff member to attend – a CHVP-funded staff person, preferably. For details, visit <http://www.cdph.gov/programs/mcah/Pages/HVP-HomePage>
 - "Feeding and Teaching Scales" training Sept. 10-15 remains the same. Staff new to home visiting are allowed to attend.

- The NCAST training scheduled for Nov. 5-10 has been re-scheduled to Feb. 25 – March 1. Staff assigned to attend the “Feeding and Teaching Scales” in September must also receive the NCAST training in 2013.
 - CHVP will update the CHVP training website with dates and locations. The training location in February 2013 will be posted once the location has been confirmed. Registration and training information can be found at [http://www.cdph.ca.gov/programs/mcah/Documents/MO-CHVP-DescriptionNFPTrainings\(Main\).pdf](http://www.cdph.ca.gov/programs/mcah/Documents/MO-CHVP-DescriptionNFPTrainings(Main).pdf)
 - The deadline to submit an application for both training workshops is Aug. 27. The LHJ site is responsible for hotel, per diem and travel fees during the training dates. If a site is not able to participate in the scheduled NCAST training in California, the site will be responsible for securing other available trainings by NCAST. Out-of-state travel must be approved by CHVP.
- DANCE Dyadic Observation Measure:
 - Most of you have received an email from NFP NSO asking to complete a survey regarding DANCE implementation. CHVP encourages sites to complete and submit the survey to NFP NSO.
 - It will take 3-5 years for DANCE to replace NCAST as the dyadic observation measure for NFP. Currently, NCAST training is required until DANCE is broadly implemented.
 - CHVP will work with NFP NSO during their transition to DANCE to make sure an efficient and reasonable implementation process takes place while making sure the needs of our clients continue to be addressed.

III. Budgets and Contracts – Chris Krawczyk, CHVP Branch Chief

- **Contracts:** We encourage sites to let us know if there is anything we can do to support signature of your contract with NFP. I recognize some of it might be local process and some of it might be NFP process. We are available to help. Just let your QA team know if you need assistance.
- **Invoicing:** It appears only a small percentage of the fiscal year 2011-2012 invoices have been submitted. We need sites to submit invoices by Sept. 15 so we have information for our funding applications and our spending projections. Not receiving these invoices could have an impact on our fulfilling federal requirements. If you are having any delays or if there is assistance we can provide, or if there are particular challenges we should be aware of, please let your contract manager know. But, please invoice as early and as often as possible.

- AFA Packet: We have received several 2012-2013 AFA packets. Some of them are still under review and discussion. A couple of the packets made their way up for management review and approval. We encourage you to submit these so we can get them reviewed and approved. Work with your QA team and contract managers to get them completed.

IV. Updates from Program Section and Epidemiology – Kristen Rogers, Chief of Data, Benchmarks and Evaluation, and Chris Borges, Health Program Specialist II

- CHVP consent forms are complete and have been distributed to all sites. Your specific site consent form and our CHVP consent form should be submitted together to your administrative body/counsel. This should eliminate any confusion regarding HIPPA compliance issues as your site consent will cover that issue and our CHVP consent is only a request to share information regarding client-level data. Remember to ask your QA team members for the Spanish version, if needed.
- CHVP Supplemental Forms for NFP sites are complete and have been distributed. There is a training webinar that all sites must view prior to using the forms. Most all of you have already done so.
- CHVP Supplemental Forms Data Collection Manual is complete and will be distributed to sites early next week. This manual should be used along with the Supplemental Forms in case you have any questions regarding the meaning of specific form questions.
- CHVP-Developed Forms for HFA sites are complete. These will be distributed to sites with the HFA Data Collection Manual.
- HFA Data Collection Manual is in its final draft form and being reviewed by management prior to distribution. This manual and the HFA Forms should be distributed in the week of Aug. 27.
- The HFA ETO data system is rolling out. Butte County is pilot testing the HFA system on Thursday, August 17. Our vendor, Social Solutions, and CHVP staff will conduct the training on-site and will spend the next week working through any bugs. We expect the HFA ETO system to be fully functional the week of Aug. 27.
- We have two other trainings on the HFA ETO data system that will be scheduled shortly: with LA, Imperial, Madera & Nevada. One of these trainings will be recorded and can be used for future/new employees or for those that missed the training.

- We are awaiting the roll-out of the NFP ETO data system. When that occurs, we will simultaneously roll-out our CHVP side of the ETO system. We will keep you posted on when that will occur. We will conduct a virtual training with two or three sites, it will be recorded, and all other sites will be able to view this ETO training prior to using the data system.

IV Training and Technical Assistance – Kristen Rogers, Chief of Data, Benchmarks and Evaluation

- The QA Teams for the North and South are currently scheduling CQI conference calls to assist sites with their CQI Plan. This Plan is a deliverable and we are making ourselves available to assist you in completing it. Please view the CQI webinar if you haven't already done so. The template for the Plan is in the webinar and has been emailed to all sites. The calls should be helpful – so, please help us schedule those in a timely manner so we can help with this deliverable.

V Updates from the State - Chris Krawczyk, CHVP Branch Chief

- We have received confirmation from HRSA that our first data will be due during the month of October and CHVP has been asked to help test the data forms that will be used in this mandatory reporting to HRSA.